

NACLC INSTRUCTIONS (CIVILIAN)

*If you are renewing your current security clearance because it is expiring, please follow the below instructions. If you are upgrading from no clearance to a Secret /Top Secret clearance, or upgrading from Secret to Top Secret, you must contact your HR for guidance. To find out who your HR Representative is, please go to the below link:
<http://www.uscg.mil/hq/cgpc/cpm/eod/service.htm#WASHINGTON,%20DC>*

In order to establish or maintain eligibility for a **SECRET** security clearance, a National Agency Check with Local Record Check (NACLC) investigation is required every ten years. The below information is provided in order to allow the member to submit a complete package to the unit Command Security Officer, via the member's DCSO or Security Clerk.

1. [\(SF-86\)](#) - MEMBER QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS - **TWO (2) copies** of this form are required. BOTH copies must have original signatures.

◆ QUESTIONS 9, 10, 11, 21, 22, 23 and 29 - Must cover the past 7 years or to age 16.

◆ Every question on this form must be answered or the investigation will be returned to the individual as being incomplete. To all questions that do not apply place "N/A" in the block.

◆ QUESTION #20 (Selective Service Record) - If you are a male born after December 31, 1959, you must answer yes and provide your Selective Service System (SSS) number, or provide your legal reason for exemption. If you do not know your SSS number, call (847)-688-6888 or go on-line to: <http://www.sss.gov> to obtain it.

2. (SF-87) - **THREE (3) ORIGINALS ARE REQUIRED.** Forms are available in HSC-a1. HSC-a1 will fingerprint applicants between 1300-1500 Monday-Fridays on a walk-in basis.

◆ Complete NAME, RESIDENCE, EMPLOYER, ADDRESS, REASON FINGERPRINTED, (e.g., LAW ENFORCEMENT), ALIASES, CITIZENSHIP, DOB, POB, SEX, RACE, HGT, WGT, EYES, HAIR and SSN.

◆ Both the member and the official taking the fingerprints are required to sign all 3 cards after being fingerprinted.

◆ Make sure the SF-87's have, "DCCG00100 US COAST GUARD WASH DC or CHESAPEAKE VA", located in the ORI Block, which located to the right of the ALIASES Block.

NOTE: Do not mark fingerprint cards with any type of highlighter, the FBI has advised they will reject print cards with any highlighter markings.

3. (DHS Form 11000-9) - DISCLOSURE AND AUTHORIZATION PERTAINING TO CONSUMER REPORTS PURSUANT TO THE FAIR CREDIT REPORTING ACT - **ONE (1) signed original is required.**

◆ For "Current Organization Assigned", insert U. S. Coast Guard.

NOTE: Attention to detail on these forms is absolutely necessary. Submitting an incomplete or improperly completed package will result in delays in both opening and completing the investigation.

RETURN COMPLETED PACKAGES TO YOUR DCSO/SECURITY CLERK FOR A FINAL REVIEW AND FURTHER PROCESSING TO THE CSO.